# COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
| **Contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood contractors or volunteers could be exposed | Cleaning surfaces infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning premises if someone falls ill with CV-19 on the premises.  Occasional Maintenance workers and builders | **Stay at home guidance if unwell at entrances and in Main Hall. Volunteers undertaking normal cleaning use their own materials with protective overalls and plastic or rubber gloves. Contractors provide their own.**  **Volunteers advised to wash outer clothes after cleaning duties.**  **Volunteers given PHE guidance and**  **PPE for use in the event deep cleaning is required.** | Produce guidance notes for "normal" cleaning routines.  Keep a diary in the hall to record cleaning activity by volunteers. Purchase antibacterial wipes / sanitiser.  Purchase PPE equipment to keep in storage in the event of someone who has been in the hall testing positive. Disposable apron, gloves, mask and cloths.  Suspend hall activities for 72 hours before undertaking deep cleaning. |
| **Contractors and volunteers**– think about who could be at risk and likelihood contractors/volunteers could be exposed. | Volunteers who are either extremely vulnerable or over 70.  Volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.  Mental stress from handling the new situation. | **Volunteers in the vulnerable category are advised not to attend events for the time being.**  **Discuss situation with volunteers over 70 to identify whether they should cease cleaning the hall for the time being.**  **Provide visors for any committee member or volunteer on the door for events.**  **Talk with committee/volunteers regularly to see if arrangements are working.** | Contractors and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.  Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.  Buy two visors for hall use before any events requiring less than two meter distancing.  It is important people know they can raise concerns. |
| Car Park/paths/ patio/exterior areas | Social distancing is not observed as people congregate before entering premises.  Parking area is too congested to allow social distancing.  People drop tissues. | **Mark out 2 metre waiting area outside all potential entrances with painted feet to encourage care when queueing to enter.**  **Volunteers cleaning check area outside doors for rubbish which might be contaminated, e.g. tissues.**  **Wear plastic gloves and remove.** | Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.  Ordinary litter collection arrangements can remain in place. Provide plastic gloves.  Measure and mark 2 metre spacing outside entrances. |
| Entrance hall/lobby/corridors | Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.  Door handles, light switches in frequent use. | **Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.**  **Door handles and light switches to be cleaned regularly.**  **Hand sanitiser to be provided by hall for hall events. Hirers to provide their own sanitiser or require all members to wash hands on arrival and departure** | Hand sanitiser needs to be checked prior to events run by the hall. Ensure hirers are aware they need to make their own provision.  Provide a bin in entrance hall empty regularly.  Display social distancing signs.  Display Covid 19 secure guidance at each potential entrance. |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms.  Soft furnishings which cannot be readily cleaned between use.  Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.  Social distancing to be observed | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.**  **Social distancing guidance to be observed by hirers in arranging their activities.**  **Hirers to be encouraged to wash hands regularly.** | Provide bins, display covid 19 secure guidance for hirers.  Ensure hirers have received special conditions of hire including requirements to clean handles, switches and equipment and surfaces in advance of and after use.  Advise hirers not to draw curtains |
| Upholstered seating | Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently. | **Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.** | Ensure hirers are aware of special conditions of hire in respect of rotating use of upholstered chairs. |
| Small meeting rooms and offices | Social distancing more difficult in smaller areas  Door and window handles Light switches  Tables, chair backs and arms. | **Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.**  **Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.** | Only hire hall to one group at a time and allow use of main hall for supper room rates to encourage social distancing.  Ensure signage for social distancing and covid 19 guidance for hirers use of the hall is prominently displayed. |
| Kitchen | Social distancing more difficult Door and window handles Light switches  Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery  Kettle/hot water boiler | **Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash,**  **dry and stow crockery and cutlery after use.** | Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.  Consider closing kitchen if not required or restricting access. |
|  | Cooker/Microwave | **Hirers to bring own tea towels.**  **Hand sanitiser, soap and paper towels to be provided.**  **Consider encouraging hirers to bring their own Food and**  **Drink for the time being.** |  |
| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | **Regular users to be responsible for cleaning of their own cupboards** | Make sure hirers are aware of special covid 19 conditions of hire. |
| Storage and Boiler Room (furniture/equipment) | Social distancing more difficult Door handles in use.  Equipment needing to be moved not normally in use | **Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage**  **social distancing.** | Consider whether re- arrangement of storage will facilitate social distancing and rotating usage of equipment. Consider moving trolleys with chairs into main hall. |
| Indoor Toilets | Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors. | **Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.**  **Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.**  **Consider engaged/vacant signage and posters to encourage 20 second**  **hand washing.** | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.  Put up engaged / vacant signs |
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| Shower facility | Keep Government guidance under review. | **Overnight bookings not accepted until guidance fully checked.** | See Government Guidance |
| Events | Handling cash and tickets Too many people arrive  Social distancing difficult at entrance | **Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2**  **seats between individuals or household groups.**  **Entry tickets and cash payments/donations to be handled by one individual wearing gloves, mask and visor** | See National Rural Touring Forum guidance, Section 2.6  Purchase disposable gloves.  Purchase visors x 2 |
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